Office of Human Resources
HVAC Mechanic Supervisor - CJ2540
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General Statement of Duties
Perform supervisory duties over HVAC Mechanics engaged in the operation, maintenance, construction, and repair of heating and ventilating, and air conditioning and refrigeration (HVAC) systems.

Distinguishing Characteristics
This class is distinguished from the Operational Supervisor I class, which is a second level supervisory class, and is distinguished from the HVAC Mechanic, which does not have full supervisory responsibility and only performs lead work.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received & Quality Review
Under supervisory direction, the employee is responsible for accomplishing the objectives of middle management. Employee makes decisions or recommendations regarding hiring decisions, performance ratings, merit increases, promotional opportunities, disciplinary actions, and/or resolution of grievances or complaints. Serves as a role model for the employees they supervise and resolves day-to-day problems as they arise. Work is reviewed for their leadership, bringing the team together, delegating, and the use of independent judgement and discretion.

Interpersonal Communication & Purpose
Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised
Supervises two or more HVAC Mechanics and staff that do not supervise.

Essential Duties
Supervises HVAC Mechanics involved in the operation, maintenance, construction and repair of heating and ventilating, and air conditioning and refrigeration (HVAC) systems.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Makes recommendations, accepts, rejects, or modifies contracted work contracts.

Responsible for the energy management systems that overlay HVAC equipment controls.

Implements safety standards and develops procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher level managers and/or supervisors.

Maintains HVAC systems records for all maintenance, repairs, and/or installation work completed.

Coordinates projects with other trades areas.

Develops, recommends, and establishes equipment maintenance schedules.

By position, supervises snow removal crews.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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<th>Competencies</th>
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<td>Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.</td>
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<td>Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.</td>
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<td>Influencing - Collaborates with, persuades and influences others.</td>
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<td>Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.</td>
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Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of journey level HVAC experience which must have included experience with computer control systems.

Education & Experience Equivalency

None

Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

Possession of Heating and Ventilating Journeyman, Refrigeration Journeyman or Stationary Engineer.

By position, requires certifications in stationary engineering, steam-fitting, and/or steam and hot water.

By position, requires possession of a Class "A" Supervisor Certificate in one of the HVAC trade specialties prior to completion of the probationary period to obtain permits for the agency or department.

By position, may require more than one certification.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Potential exposure to chemicals, gas and low-level radiation
Potential exposure to cold temperature, cold enough to cause bodily discomfort
Potential exposure to cold weather conditions (indoor/outdoor)
Potential exposure to conditions that affect the skin or respiratory system.
Potential exposure to dust
Potential exposure to extreme temperature changes
Potential exposure to hazardous conditions where there is a danger to life, body, and/or health
Potential exposure to hazardous/toxic chemicals
Potential exposure to hazards from electro/mechanical/power equipment.
Potential exposure to hazards of steam and heat
Potential exposure to heat temperatures, hot enough to cause bodily discomfort
Potential exposure to hot and humid work environment
Potential exposure to humid conditions with high moisture content to cause bodily reactions
Potential exposure to odorous chemicals
Potential exposure to temperature changes: variations in temperature from hot too cold
Potential exposure to toxic chemicals.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Extreme cold conditions
Handles emergency or crisis situations
Noise sufficient to cause distraction or possible hearing loss
Personal Safety: aware of surroundings, people, and events
Pressure due to multiple calls and inquiries
Subject to burns and cuts
Subject to electrical and radiant energy hazards
Subject to hazards of flammable or explosive gases
Subject to injury from moving parts of equipment or vehicles
Subject to precarious or high locations
Subject to pressure for multiple calls, inquiries, and interruptions
Subject to varying and unpredictable situations
Subject to traffic, roadways, and pedestrians
Subject to vibrations and strain on the body to cause bodily harm if endured daily
Temperature Changes: variations in temperatures from hot too cold when works in field
Works in confined, uncomfortable or awkward locations
Works in precarious or high locations.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Climbing/Balancing: climbing walls, fences and other obstacles and balancing.
Climbing: ascending or descending objects usually with hands/feet.
Color vision: ability to distinguish and identify different colors.
Crawling: moving about on hands and knees or hands and feet.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Handling: seizing, holding, grasping, or otherwise working with fingers.
Hazard: conditions where there is danger to life, body and/or health.
Hearing/Talking: hear and determine direction of sound.
Hearing: perceiving the nature of sound by the ear.
Kneeling: bending legs to come to rest on one or both knees.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Mathematical reasoning:
Memorization:
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Neck Flexion: moving neck upward/downward.
Oral comprehension:
Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
Pulling: exerting force upon an object so that it is moving to the person.
Pushing: exerting force upon an object so that it is moving away from the person.
Reaching: extending the hand(s) and arms(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
Standing: remaining on one’s feet in an upward position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Far Acuity: ability to see clearly at 20 feet or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Vision: to observe animal behavior, read signs, and reading colors.
Walking: moving about on foot on uneven surfaces.
Written Comprehension.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record
Licenses/Certification

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-810
FLSA Code: Y
Management Level: 7
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: